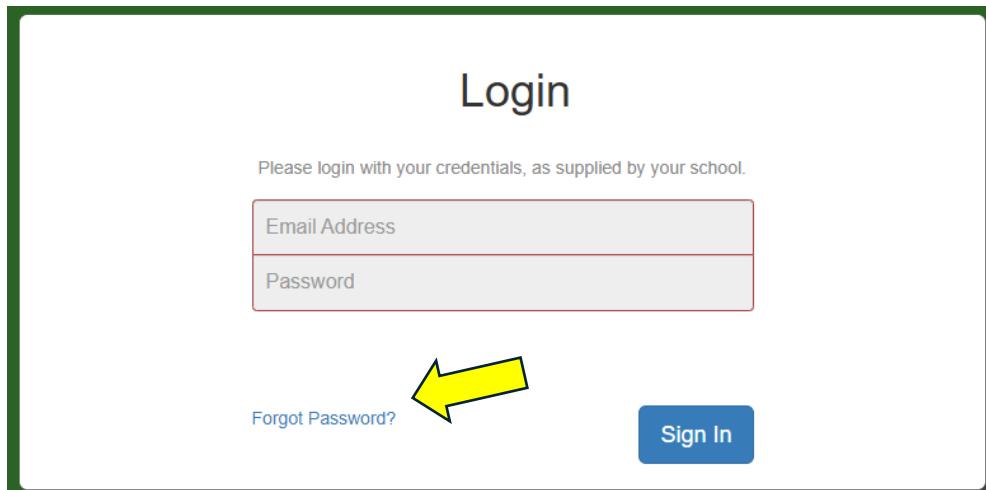


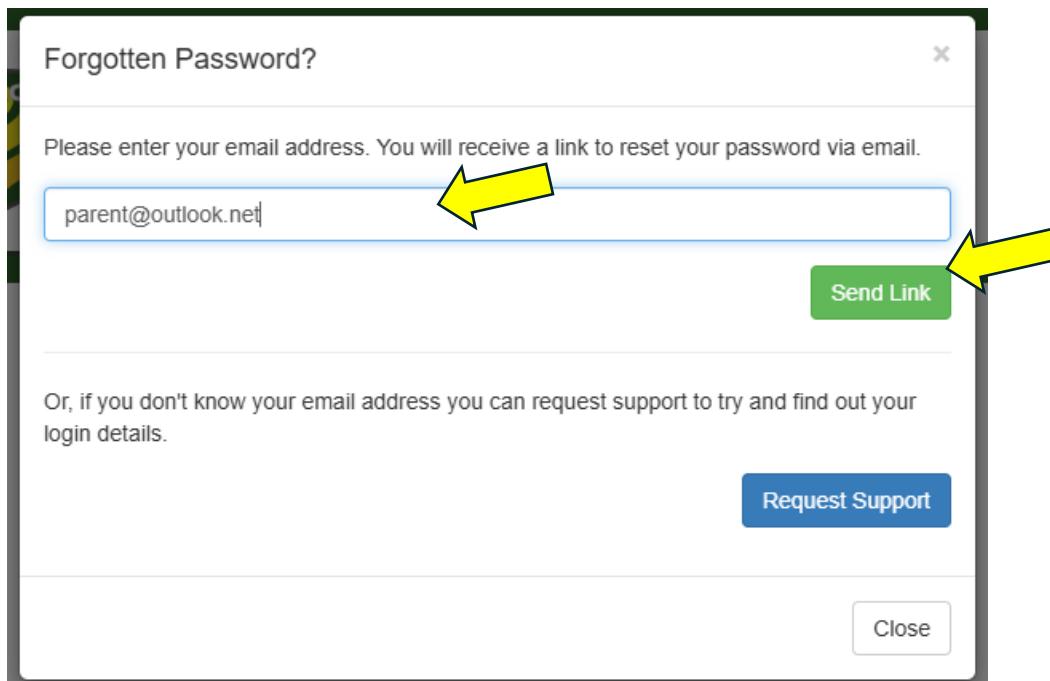
Signing into the Parent Access Module (PAM) via the web

1. Open your preferred browser
2. Enter URL: <https://pam.smseymour.catholic.edu.au>
3. All PAM account passwords were reset on November 11, and users who have not reset their password yet will need to create a new password to gain access to PAM
 - a. Select “Forgot Password?” to receive a password reset link:



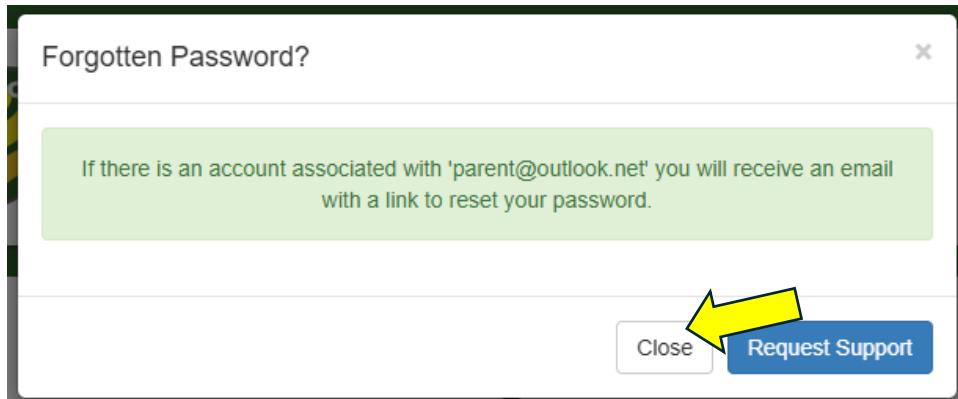
The screenshot shows the PAM login interface. At the top center is the word "Login". Below it is a instruction: "Please login with your credentials, as supplied by your school." There are two input fields: "Email Address" and "Password", both with a light gray background and a thin red border. At the bottom left is a blue link "Forgot Password?". To the right of the link is a blue "Sign In" button. A yellow arrow points to the "Forgot Password?" link.

4. Enter the email address associated with your PAM account in the “Email Address” field and click “Send Link”



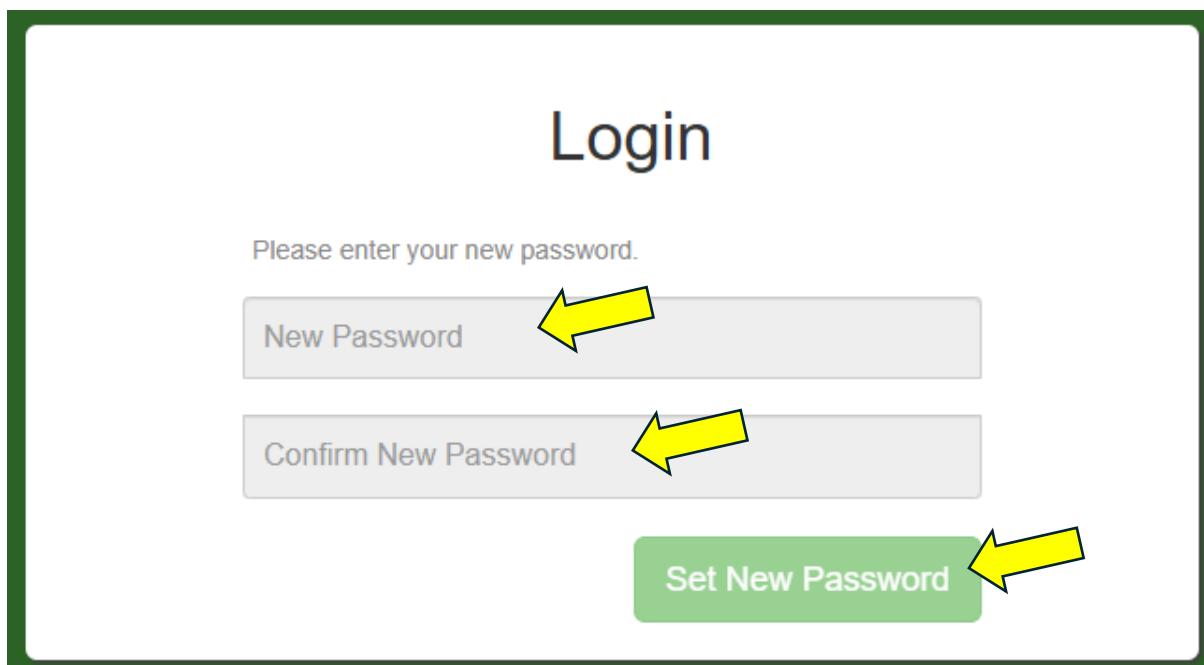
The screenshot shows a "Forgotten Password?" dialog box. At the top left is the title "Forgotten Password?". Below it is a instruction: "Please enter your email address. You will receive a link to reset your password via email." There is a text input field containing "parent@outlook.net". To the right of the input field is a blue "Send Link" button. A yellow arrow points to the input field, and another points to the "Send Link" button. Below the dialog is a note: "Or, if you don't know your email address you can request support to try and find out your login details." At the bottom right of the dialog is a blue "Request Support" button, and at the bottom right of the entire image is a "Close" button.

5. A confirmation screen will appear. Select “Close”

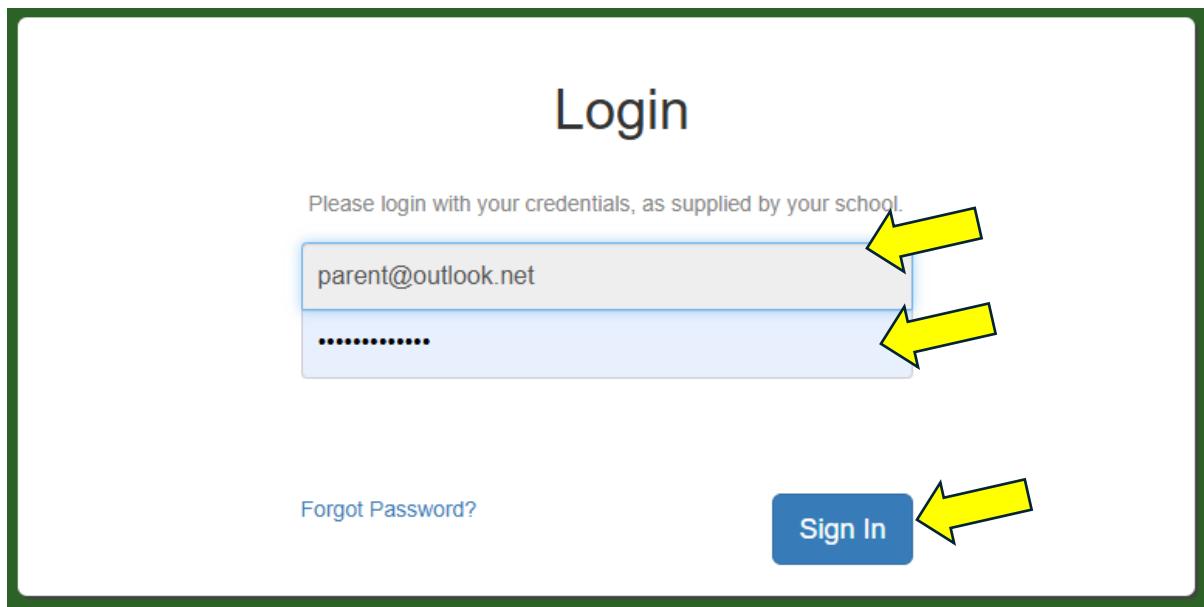


6. You will be sent an email; it may take a few minutes to arrive. The email will be titled “Password Reset” (also check your trash or junk folders if it does not arrive in your inbox).

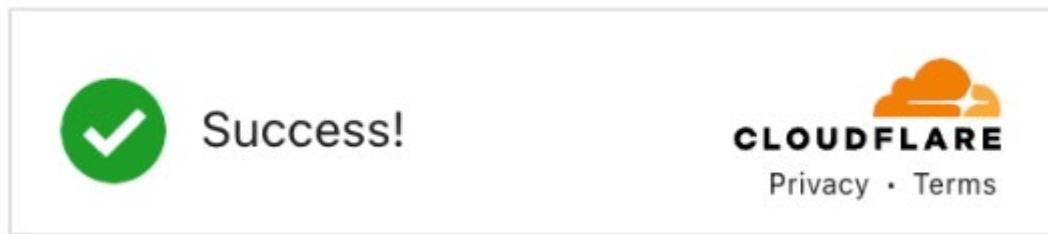
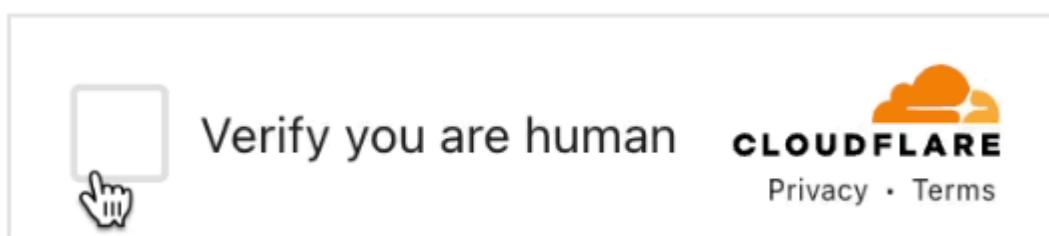
- Open this email and click on the link to open the password reset webpage.
- Enter your new, unique password into the “New Password” field. The password complexity and requirements are as follows:
 - Minimum of 12 characters
 - Must contain at least 1 number
 - Must contain at least 1 upper case and 1 lower case letter
 - Must contain at least 1 special character: !@#\$%^&*()_+=[]{};:<>|./?,-
 - Moving forward, you will not be able to use either of your last two passwords
- Re-type your new password into the “Confirm New Password” field
- Click on “Set New Password”



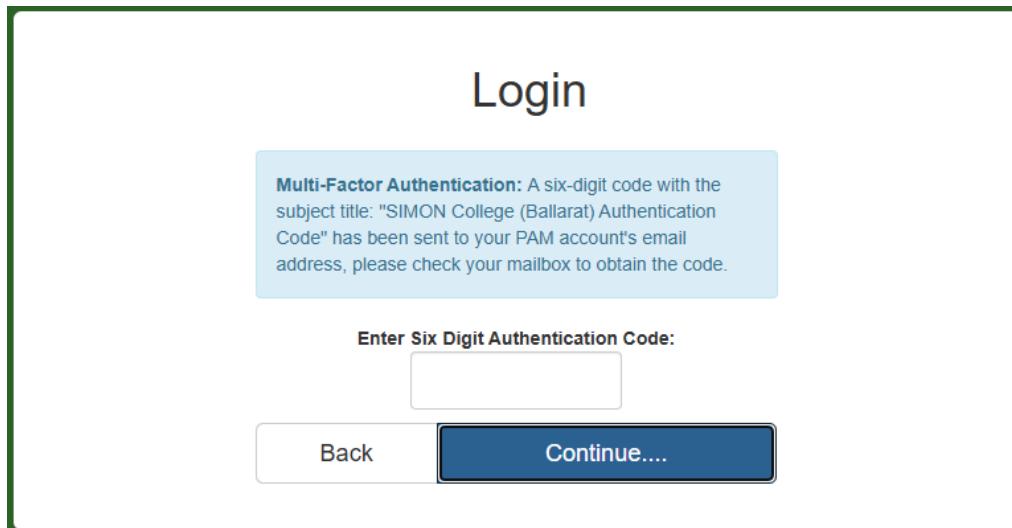
7. You will now be taken to the PAM login screen where you will be asked to enter your email address and newly created password. Click on “Sign In”



NOTE: For extra security, you may at times be asked to complete a Captcha verification



- Finally, you will be asked to enter a six-digit authentication code which will be sent to the email address associated with your account. Once you have received and entered the six-digit code, select "Continue".



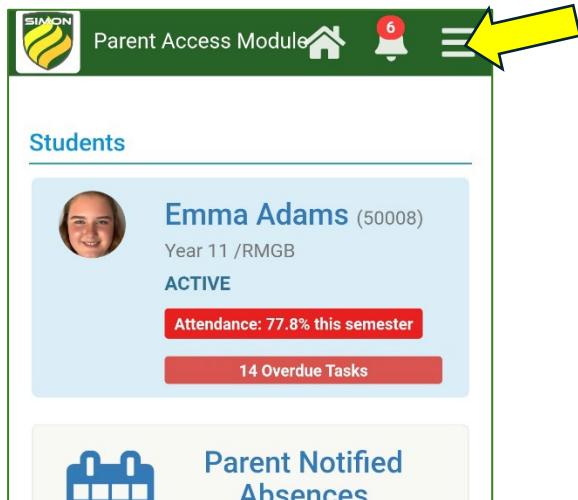
The image shows a login screen with a green border. At the top center, the word "Login" is displayed in a large, dark font. Below it is a light blue box containing text about Multi-Factor Authentication. The text reads: "Multi-Factor Authentication: A six-digit code with the subject title: 'SIMON College (Ballarat) Authentication Code' has been sent to your PAM account's email address, please check your mailbox to obtain the code." Below this box, there is a label "Enter Six Digit Authentication Code:" followed by a white input field. At the bottom of the screen, there are two buttons: "Back" on the left and a large blue "Continue...." button on the right.

- You have now successfully logged into PAM.

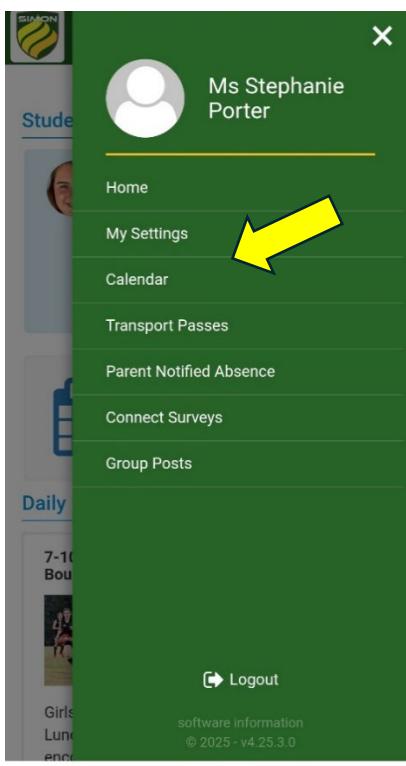
Changing your PAM password

Please note: the account used is for demonstration purposes only and is not a real person's name or image. The image is AI-generated and no real information has been included in this guidance.

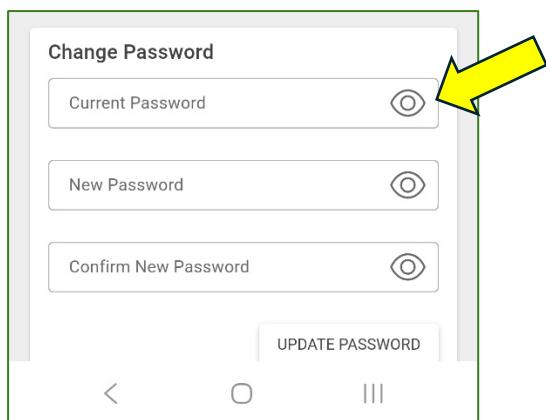
1. Once you have successfully logged into PAM, you can change your password at any time.
2. Click on the three line, "hamburger" icon at the top right of the page.



3. Select "My Settings"



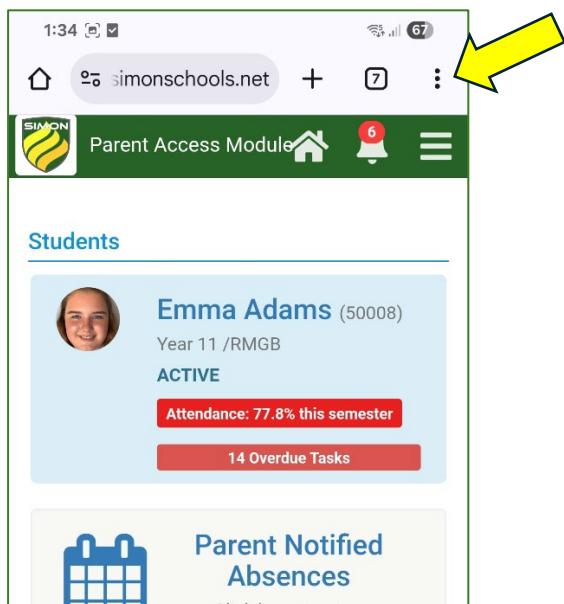
4. Find the “Change Password” option and follow prompts to change password



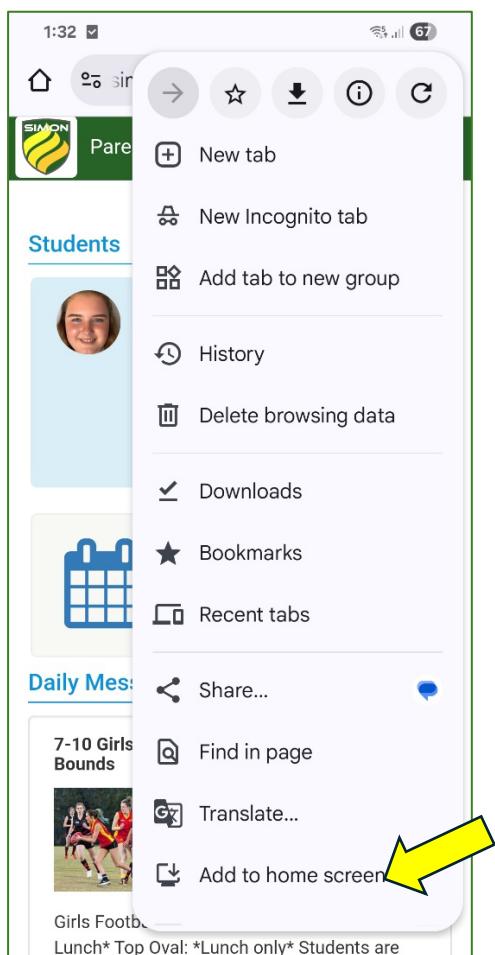
5. Click on “Update Password”

Saving PAM to the home screen – ANDROID device

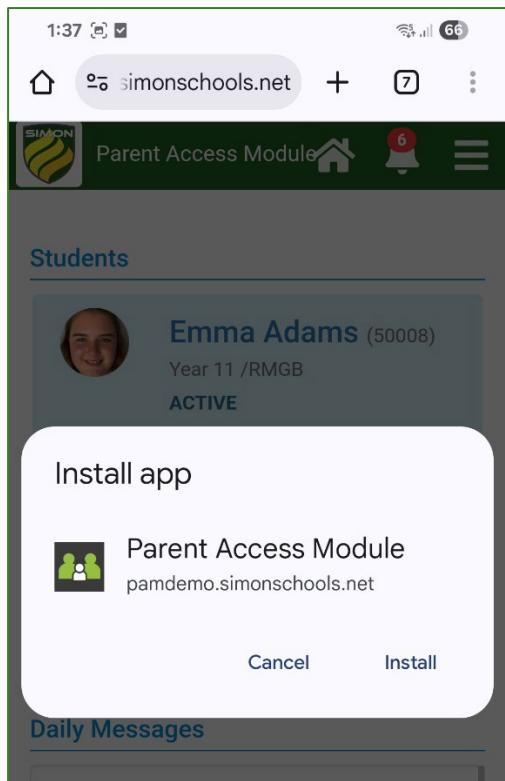
1. Log into your PAM account on a browser on your mobile device and click on the three dots at the top right of the screen.



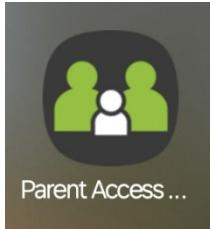
2. Select “Add to Home Screen”.



3. A confirmation screen will pop up asking you to “Install App”. Click on “Install”

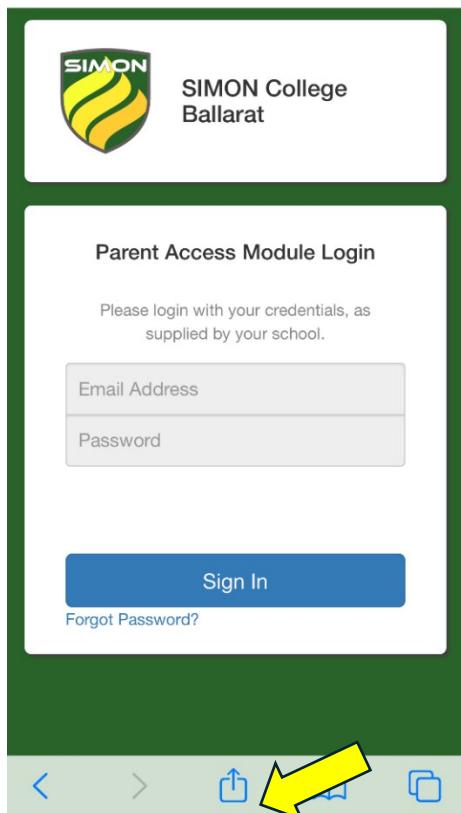


4. PAM will now be available on your phone as an “App”

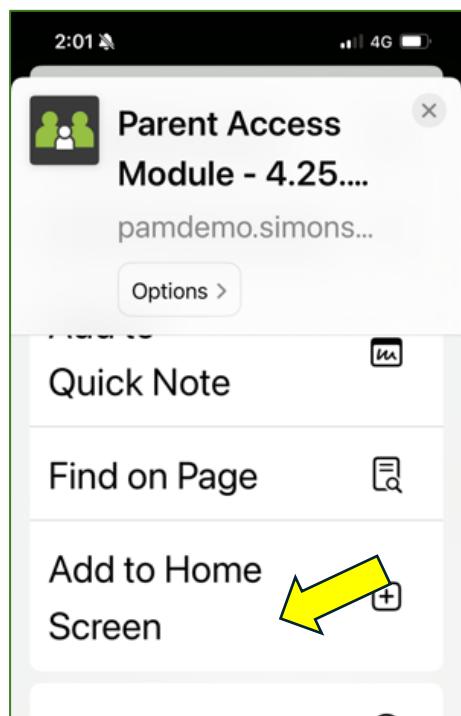


Saving PAM to the home screen – iPhone

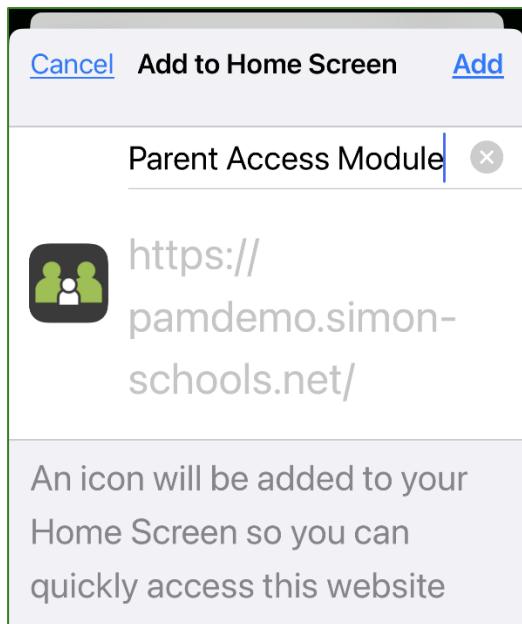
1. Log into your PAM account on a browser on your mobile device and click on the middle icon (which looks like a square with an upward arrow in it) at the bottom of the page



2. Scroll down and select “Add to Home Screen”.



3. A confirmation screen will pop up asking you to confirm this action. Click on “Add”



4. PAM will now be available on your phone as an “App”

